

2012 SOIL & WATER CONSERVATION COMMISSION SCHEDULE

<http://www.ncagr.gov/sw/soilandwaterconservationcommission.html>

District items due to Division	Packets mailed to SWCC members	Work session	Commission meeting	Draft minutes internal review	Internal reviews completed
December 19	December 20	January 8 (10 am)	January 8 (3 pm)	January 30	February 13
March 9	March 12	March 20 (7 pm)	March 21 (9 am)	April 11	April 25
May 1	May 7	May 15 (7 pm)	May 16 (9 am)	June 6	June 20
July 2	July 9	July 17 (7 pm)	July 18 (9 am)	August 8	August 22
September 4	September 10	September 18 (7 pm)	September 19 (9 am)	October 10	October 24
November 5	November 9	November 20 (7 pm)	November 21 (9 am)	December 12	December 19

SWCC Operating Policies:

- All items to be included on the agenda must be submitted to the N.C. Division of Soil and Water Conservation office no later than **3 working days prior to the date informational packets are to be mailed to commission members for review.**
- Agenda items and information packets will be mailed to Commission members one week prior to meetings.
- Mail, fax or email submissions to:
N.C. Division of Soil and Water Conservation
Attn: Daphne Pinto
1614 Mail Service Center, Raleigh, NC 27699-1614
Fax: 919-715-3559
Phone: 919-733-2302

DSWC Operating Policies:

- Daphne Pinto to serve as recording secretary
- Daphne to notice commission meetings with Secretary of State with any changes in date or location to be noticed a minimum of 7 days prior to the newly-scheduled meeting.
- Draft commission minutes to be completed and available for internal review no later than 3 weeks following commission meeting date.
- For internal review, Daphne to email an electronic set of minutes to director, deputy director and section chiefs. Internal reviews to be completed with edits back to Daphne within two weeks.
- Within one week approved minutes will be posted to the division website.

Updated March 30, 2012